

# **LAW ENFORCEMENT LIAISON OFFICER**

## **STUDY GUIDE**

A written examination for the class of **Law Enforcement Liaison Officer** will be administered in New Iberia on April 25, 2007. This examination will consist of an assessment exercise which will be administered at **1:30 p.m.** A complete description of the subject areas to be evaluated follows:

### **DIRECT WRITING EXERCISE**

Ability to effectively communicate in the form of reports, correspondence, or memoranda, by analyzing the problem and potential responses, gathering and organizing supporting data, and composing the written document to accomplish the desired objective.

This is a management simulation exercise. You will be asked to respond, by letter, to a particular problem based upon your police experience and other information which will be provided to you. Your grade on this examination will be based on your writing skills, your management skills in deciding how to handle the problem, and your public relations ability in handling a sensitive issue. The following dimensions will be used to evaluate your written response:

#### **NO. 1 - WRITTEN COMMUNICATIONS:**

Ability to communicate a particular message in written form by using appropriate syntax, correct grammar, and punctuation. Ability to appropriately organize the written communication.

#### **NO. 2 - CONTENT PROBLEM ANALYSIS:**

Ability to identify the problem, analyze relevant information while relating data from different sources, and determine appropriate response.

#### **NO 3 - INTERPERSONAL RELATIONS:**

Ability to be sensitive to the concerns of others and have empathy for their point of view. Ability to work in a politically charged atmosphere with political sensitivity, diplomacy, and tact. The appropriate response will maximize the public relations potential of the situation.

The local civil service board should make this study guide available to all applicants in whatever manner

the board deems appropriate.